

What You Need to Know When Using Our Facility

Rental time reserved (i.e. 10 hours) includes time needed for set up, decorations, deliveries, preparation, event and clean up. **Clean up will take a minimum of 1 hour.**

Set up time will vary depending on the decorator, caterer, etc. Rental time does not include table and chair set up which is provided by the Renton Community Center staff.

Under no circumstances will the event be allowed to continue after the contracted time. Violations of the policy will result in immediate termination of the event and charges of \$150 for each additional hour or partial hour.

If available, additional hours may be prearranged on a per hour basis and must be done at least 30 days in advance. Rental fees will not be refunded to those leaving early.

Final payment and set up requirements must be received 30 days before the event.

What days and times are available and what are the fees?

Monday - Thursday	6:00 am - 10:00 pm (3 hour minimum)
Friday	6:00 am - 1:00 am (5 hour minimum)
Saturday	8:00 am - 1:00 am (10 hour minimum)
Sunday	8:00 am - 10:00 pm (10 hour minimum)
Events for minors (under 21 years of age) must end at 10:00pm.	

Note: Hours over the 10 hour minimum may be purchased, but use of the facility is restricted to no later than 1:00 am on Friday and Saturday and 10:00 pm on Sunday. Monday -Thursday rentals are available on a limited basis with a 3 hour minimum.

Fees will be determined by the resident status of the person signing the contract with current ID provided.

	<u>Renton Residents</u>	<u>Non-Residents</u>
Friday (5 hour minimum)	\$375	\$450
Saturday (10 hour minimum)	\$750	\$900
Sunday (10 hour minimum)	\$750	\$900
Weekend additional hours	\$75	\$90
Monday - Thursday hourly rates	\$65/hour	\$80/hour
Kitchen (Monday-Thursday)	\$80	\$80
Damage Deposit	\$400	\$400

Is the lobby area part of the rental space?

The lobby area is not included as part of the rental agreement. Food and drink is prohibited in the lobby.

What kind of decorations can I use?

Only freestanding decorations are permitted. Affixing anything to ceiling, walls, doors, columns, or windows is prohibited. Tacks, nails, and staples are prohibited anywhere but in the gray wall area surrounding the room. Birdseed, rice, confetti, dance wax, etc. are not permitted in the building or on the surrounding grounds. Use of any of these items will result in forfeiture of the damage deposit funds.

The Renton Fire Department regulates the use of flammable materials. In compliance with City Fire Code and the City of Renton Fire Marshall, **propane cooking appliances or any other type of open flame is strictly forbidden.**

Do I need a liquor permit?

The use of beer kegs is limited to the outside patio. Liquor is permitted in the banquet facility and outside patio area, but is prohibited on the front grounds, the parking lot, or in the remainder of the facility. A banquet permit is not required when all the following conditions are met:

- ◆ Function is personal and non-commercial.
- ◆ Function is sponsored and hosted by an individual.
- ◆ Function would normally be held in the individual's home but space restrictions apply.
- ◆ Function is held on a premise that does not hold a liquor license (such as a grange hall, community club, etc.)
- ◆ There is no charge for anything (no admission charge or donation for food, beverage, ice, mixer, snacks, etc.)
- ◆ No monetary gain to be realized by the host.
- ◆ All guests personally invited by the host.
- ◆ For more information, please contact your local liquor store.

Note: Underage drinking is strictly prohibited. If a problem is suspected, the Renton Police will be called and this could result in an immediate end to your event and citations being issued. If this occurs, no refunds will be given, forfeiture of damage deposit will result and cleaning expenses will be billed to applicant whose signature appears on rental application.

What if I need to cancel?

There is a \$100 non-refundable cancellation fee for reservations canceled prior to 90 days before the reservation date. Cancellations not made prior to 90 days before the reserved date will result in the loss of the \$400.00 damage deposit.

Do I need insurance?

Special events and corporate hosted functions may be required to carry insurance naming The City of Renton as an additional insured party. Your personal insurance agent or an insurance agency can assist you. Questions regarding specific policy limits and requirements can be referred to the Community Center Coordinator.

Can I drop-off items early and bring in additional materials?

Bringing items in early or bringing in additional equipment (i.e., special electrical equipment, lights, lifts, platforms, barbecues, open flame cooking appliances, ladders, etc.) must be pre-approved by the Community Center Coordinator.

What if children are attending my event?

You may want to consider renting one of our meeting rooms for a movie or games to keep children occupied. You will need to arrange for adult supervision and some form of entertainment (i.e., games, art supplies, videos, etc.).

What if I need to change costumes or clothes during my event?

We have locker rooms complete with showers, lockers, and ample space with mirrors for makeup, etc. If you would like a more private room for quick changing or last minute rehearsals, our meeting rooms are reasonably priced, spacious, and conveniently located adjacent to the Banquet Room.

What do I need to do before I leave?

To insure the return of your damage deposit, the staff person on duty must check the facility before you leave. He/she will point out any problem areas. Any cleaning and/or repairs that require Community Center staff will be deducted from your deposit. It is helpful to use your DJ (or other entertainment) as a tool in providing a smooth end to your event. Set a firm time for last dance/song and arrange for your entertainment to give a subtle goodnight message to your guests. Music must stop one hour before the end of your rental. If any additional clean up must be done by the Renton Community Center staff, the person signing the application will be billed for clean up fees in addition to the non-refundable damage deposit.

- ◆ Remove all garbage and place in the dumpsters located directly outside the kitchen door. This includes all of the white cans located in the Banquet Room and all garbage cans located in the kitchen.
- ◆ Pick up any garbage left on the patio.
- ◆ Wash all dishes used. Directions are posted.
- ◆ When using the dishwasher, it must be drained and refilled every 3 or 4 loads. Self-feeding system, no soap needed.
- ◆ When drained, check for loose utensils and clean food from the bottom of the machine.
- ◆ After you have finished, please drain and clean the machine.
- ◆ Utensils must be washed in white containers.
- ◆ A storage room is provided which includes brooms, dustpans, paper towels, garbage bags and disinfectant spray.
- ◆ Wipe down all kitchen countertops with disinfectant spray and a clean towel.
- ◆ Sweep entire kitchen floor. Mopping is not necessary.
- ◆ Clean up any spills in the refrigerator/freezer and oven.
- ◆ Please stack chairs on chair carts in stacks of 32.
- ◆ Wipe down all banquet tables with the disinfectant spray and clean towel.
- ◆ Any spills on the banquet room floor must be cleaned up immediately.
- ◆ Please bring tables and chairs inside of the outdoor patio area.
- ◆ Remove everything brought to the facility.

Note: Prior approval is needed from the Community Center Coordinator before leaving any items in the facility for future pickup. The Renton Community Center is not responsible for any equipment left in the facility.

What kind of equipment is available?

The Renton Community C has banqut seating available for a maximum of 250 people and 300, theatre style and place settings and silverware to accommodate 250 people. The kitchen fee allows access to the kitchen including use of appliances and supplies. The following items are not included: linens, serving utensils, sharp knives, cooking trays, baking dishes, or pots and pans. A list of equipment is given below.

Stacking Chairs	300
Oval Banquet Tables (5'x 6'x 3/4")	28
Six Foot Tables (6'x 2-1/2'x 3/4")	35
Serpentine Tables	2
Water Pitchers	20
Cream/Sugar	20
Salt/Pepper	60
Coffee Servers	15
Coffee Pot: 50 cup	2
Water Glasses	250
Floral Vases	30
Serving Cart	3
Microwave Oven	1
Hot Dish Serving Cart	1
Ice Machine	1

Audio/visual equipment available at no charge includes microphones (lapel and hand-held), podium/lecturn, stage, easel, TV/VCR/DVD, overhead projector, video screen, and extension cords. The building is also equipped with wireless internet. Items listed below are also available at the fee indicated.

Window Coverings	3	\$10.00/each
Wedding Trellis	1	\$30.00
Electrical Spider	1	\$50.00

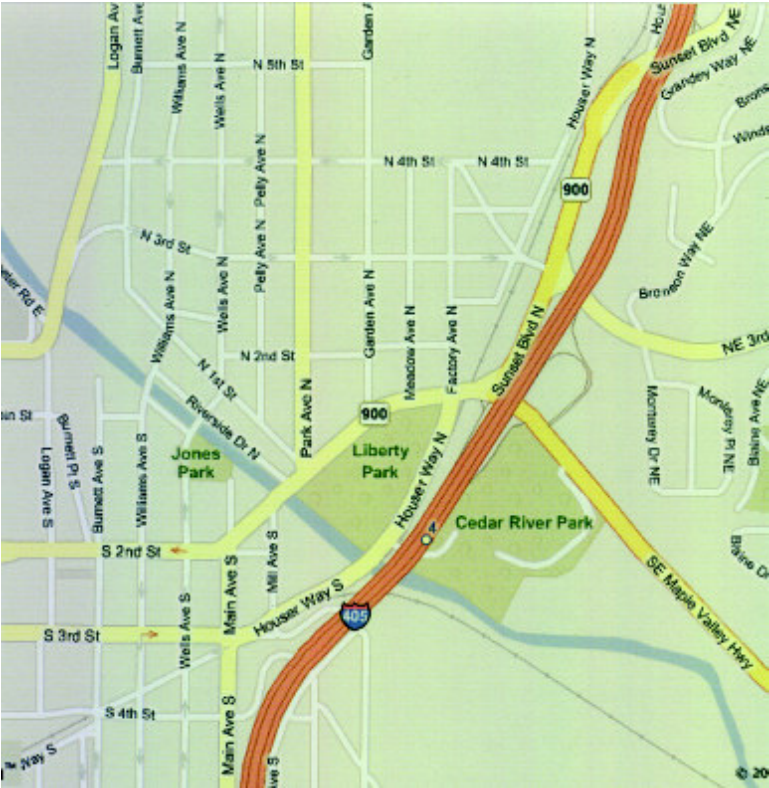
Note: The items listed above will be checked for damage on the first workday following your rental. If necessary, a fee will be deducted from the damage deposit to cover the costs of any damages incurred.

What if I need another space or would like to use the kitchen?

An \$80 rental fee will be charged for kitchen use (if available) when renting any other meeting space or the banquet room Monday through Thursday. Renters must provide all items not listed on kitchen supply list. Additional rooms and rates are listed below.

	Renton Residents	Non-Residents
Meeting Room (21'x 36')	\$20/hour	\$25/hour
Preschool Room (19'x 36')	\$20/hour	\$25/hour
Dance Studio (21'x 48')	\$20/hour	\$25/hour

Note: Other rental areas include the gymnasium or the Carco Theatre. Please ask if additional information is needed.



From points north or east of Renton, take southbound I-405 to the Renton/Enumclaw Exit #4. At the second signal, turn left under I-405 onto Maple Valley Highway. At the second light turn right onto the entrance driveway into Cedar River Park and follow the road to the main parking area.

From points south or west of Renton, take northbound I-405 to Renton. Take Exit #4 and follow the signs to Maple Valley Highway. Turn right onto Maple Valley Highway. At the second light turn right onto the entrance driveway into Cedar River Park and follow the road to the main parking area.



City of Renton Community Services Department



Event Planner

Renton Community Center Rules and Regulations for Banquet Room Rental

Renton Community Center
1715 Maple Valley Highway
Renton, WA 98057
425.430.6700

For more information, call 425.430.6700 during normal business hours or visit www.rentonwa.gov.

